

## Checklist - Renewal of School Services License

- Complete the entire application, [Form 9331](#).
- Attach a \$35.00 cashier's check or money order, made payable to the State of Indiana, to the application. **Applications with cash or personal checks will be returned. ALL FEES ARE NON-REFUNDABLE.**
- Answer Section E questions 1-3. Sign your name verifying that this information and application are accurate.
- **(Rules 46-47 and prior Bulletins) School Social Worker**
  - Attach a photocopy of the front and back of your current standard Professional Licensing Agency license.
  - Return this checklist with your application.
  - Submit all materials to the Division of Professional Standards.
- **(Rules 46-47 and prior Bulletins) All Other School Services Licenses**
  - Submit all materials to the licensing advisor at the Indiana institution where you completed the six (6) semester hours of renewal coursework. If the renewal coursework was completed at more than one institution, it is only necessary for one institution to verify completion of coursework.
  - Submit all materials and official out-of-state transcripts of six (6) semester hours earned within the last five (5) years for renewal of your license.
  - Submit all materials and Continuing Renewal Unit (CRU) certificates showing you have completed 90 CRUs within the preceding five (5) years directly to the Division of Professional Standards.
  - Submit all materials and Continuing Renewal Unit (CRU) certificates to the licensing advisor at the institution where you completed your renewal coursework, if you are renewing on the basis of semester hours **and** CRUs.
- **(Rules 2002) All School Services Licenses**
  - Submit all materials and [Professional Growth Plan](#) (PGP) directly to the Division of Professional Standards for renewal approval. This option is available to other licensure Rules. **NOTE: If you choose to renew a license issued under 46-47 or prior bulletins with a PGP, you must *always* renew with a PGP.**

Mail completed forms to:  
Office of Educator Licensing and Development  
151 W. Ohio Street  
Indianapolis, IN 46204-2798